

**TOWN OF ROCKY HILL
CHARTER REVISION COMMISSION
MEETING OF APRIL 7, 2015**

I. CALL TO ORDER

Chairman Jim Tallberg called the Tuesday, April 7, 2015 meeting to order at 6:03 p.m. in the Town Council Room of the Rocky Hill Town Hall, 761 Old Main Street, Rocky Hill, Connecticut.

Present: Jim Tallberg, Chairman
Phil Benoit, Vice Chairman
Rocco Sanzo, Commissioner
Neil Geldof, Commissioner
Jeffrey Thomen, Commissioner (arrived at 6:06 p.m.)
Frank Simboski, Commissioner (arrived at 6:15 p.m.)

Also: Eileen Knapp, Recording Secretary

II. PUBLIC COMMENT

No one from the public was present to speak.

III. APPROVAL OF MINUTES

A MOTION was made by Commissioner Benoit to approve the minutes of the March 25, 2015 meeting as presented. Seconded by Commissioner Geldof. All were in favor, MOTION CARRIED UNANIMOUSLY.

IV. RECEIVE COMMENTS FROM TOWN AUDITOR

Nikoleta D. McTigue, Partner with Blum Shapiro in West Hartford was present to discuss the fund balance level, which is included in Rocky Hill's Town Charter. The first issue discussed was whether or not the fund balance level should be addressed in the Town's Charter or if it should be addressed through a town policy. Based on her experience with other Towns, she has not encountered *any* Town who sets the fund balance level in their Town Charter. All the towns she works with have a formal policy addressing the fund balance that is approved by the Town Council.

As far as setting the level of the fund balance, there are five components to a fund balance:

- Unspendable fund balance
- Restricted fund balance

- Unrestricted fund balance –Committed,
- Unrestricted fund balance - assigned
- Unrestricted fund balance - unassigned

What this Commission is trying to decide is the level of the unrestricted, unassigned fund balance. This decision must take into account different points of view. Rating agencies like to see a high fund balance, usually about 2 months of expenditures for the Town. On the other hand, taxpayers do not like to carry a high fund balance, because that means higher taxes being used for a rainy day fund. She said towns have very different fund balances depending on the Town's fiscal health, population, level of expenditures, etc. Ms. McTigue passed around a spreadsheet created from information on the OPM website showing what some other Town's fund balance is as a percentage of expenditures. Industry recommendation is that the fund balance should be a minimum of two month's expenditures. Whatever is decided for Rocky Hill, Ms. McTigue said it should be a range and not a set percentage. As the Town's Auditor, she cannot tell the Commission what they should do, but only share her experiences with the them. If they do create a policy, that policy should allow for changes to be made to the fund balance level in the future.

Right now Rocky Hill has about a 5% fund balance level. Commissioner Sanzo asked Ms. McTigue how she would recommend increasing the fund balance level if necessary. Ms. McTigue said she recommends that it be increased slowly over a period of several years.

V. RECEIVE COMMENTS FROM THE PUBLIC BUILDING COMMISSION

Mr. Bryan Addy, Chairman of the Public Building Commission (PBC) was present to give his recommendations on how the Charter could be updated with regard to the PBC. He said when was elected to the Zoning Board of Appeals Commission last election period he was not made aware that he could not serve on both the PBC and ZBA Commissions. If you serve on the PBC, you are not allowed to serve on any other Town Commission. He would like this to be changed so residents can serve on other Commissions as well as the PBC.

As far as his experiences on the PBC Commission, he said O&G and Friar Associates (the companies working on the high school renovation), spend quite a lot of time meeting with different commissions in Town. He thinks there are too many layers of Committees leading to duplications and repetition of presentations. Mr. Addy said he feels that the PBC has been reduced to an "advisory" Committee. According to the Charter, the PBC has no binding authority. In order to lessen the repetition of the meetings, they created an "ad hoc" School Building Committee including representatives from the PBC, Government Ops, and the Facilities Chair of the Board of Education. Mr. Addy said he and members of the Commission do spend a lot of time and effort working on the Commission and making recommendations based on their experience and these recommendations may not be accepted.

There was a conversation about the terms of the PBC members and possibly offsetting terms to prevent a clean sweep of members. There was a suggestion that the PBC follow a project through completion, instead of serving on the board for a period of 2 years.

Chairman Tallberg suggested that Mr. Addy discuss the section of the Charter relating to the PBC with that the other Commission members to see if they could come up with any suggested revisions to improve the current language to make the PBC more effective. Commissioner Sanzo asked Mr. Addy to also reach out to the ad hoc Committee he is a part of to see if they can offer any recommendations as well.

VI. DISCUSSION OF TIMELINE FOR DRAFT CHARTER REVISIONS

The next Charter Revision meeting dates are as follows:

- Monday April 20th
- Wednesday May 6th
- Monday May 18th

The Commission agreed that for the next three meetings they will start going through the Charter page by page, making the proposed changes getting as far as they can at each meeting.

VII. ADJOURNMENT

A MOTION was made by Commissioner Thomen to adjourn the meeting at 7:02 p.m. Motion seconded by Commissioner Sanzo. All were in favor, MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Eileen A. Knapp
Recording Secretary